

Timeline for schools opening in 2009-2010

Nov. 30, 2007	Deadline for new charter school applications.
Dec. 7, 2007	Applications sent to readers
Jan. 1, 2008	Applications back from readers
Jan. 1 – Jan. 31, 2008	Meet with Charter School Staff to improve application
Feb. 8, 2008	Final submission deadline
Feb. 21 – April 17, 2008	Presentations to State Charter School Board
May 15, 2008	Decisions by State Charter School Board regarding applications.
June 6, 2008	State Board of Education approval of new charter schools
June - July 2008	Become incorporated and receive a tax identification number from the Department of Commerce. Apply for tax-exempt status from the IRS Open a qualified depository bank account
August 2008	Charter School Board Members begin attending monthly trainings offered by CharterSTAR.
August 2008	At least one member of the Charter School Board begins to attend monthly Director's meetings.
October 2008	Attend Fall Utah Facilities Operations and Maintenance Association (UFOMA) conference
October 26, 2008	Background checks and fingerprinting of board members must be completed by schools opening 2009-2010. Submit evidence of completion to Melinda Fatani at melinda.fatani@schools.utah.gov .
November 1, 2008	Begin monthly submission of groundbreaking and facility status progress report by schools opening 2009-2010 to Melinda Fatani at melinda.fatani@schools.utah.gov .
January 1, 2009	Groundbreaking for schools opening 2009-2010 must be completed.

March 7, 2009	School website for schools opening 2008-2009 must be completed.
March 28, 2009	<p>Documented outreach efforts by schools opening 2009-2010 submitted to Charter School Office. Submit evidence of completion to Melinda Fatani at melinda.fatani@schools.utah.gov or mail to Utah State Office of Education, Attention: Melinda Fatani- Charter Schools, P.O. Box 144200, Salt Lake City, UT 84114-4200. Outreach efforts must include notifying families of potential students of:</p> <ul style="list-style-type: none"> - School's purpose and focus - School's governance structure and contact information of board members - Number of students being admitted to the school - School year calendar - Information on how to access the State-approved student charter school application - Procedures for transferring to or from a charter school (with timelines) - Provide for payment (if required) of a one time fee per secondary school enrollment consistent with §53A-12-103 - <p>*The USOE Charter School Office strongly recommends the outreach efforts begin earlier than this date due to the February 20, 2009 deadline for student application</p>
March 31, 2009	<p>Written notice of acceptance or denial of a student enrollment application sent to parents from the Charter School</p> <p>Written notice made by the Charter School to a student's current charter school or resident school district upon acceptance of enrollment. §53A-1a-506.5iv</p>
Transfer Students	
March 31, 2009	<p>Written notice made by the parent to the district of residence informing of their intent to withdraw their student from a charter school and enroll their student in the district of residence during the subsequent school year (2009-2010).</p> <p>Written notice made by the parent to the present charter school their student is attending informing of their intent to withdraw their student from that charter school and enroll their student in a different charter school during the subsequent school year (2009-2010)</p>
April 30, 2009	Written acceptance of the offer from the student's parents to the Charter School due.
May 1-15, 2009	Pre-Opening Site Visits #1. Rubric will be sent out prior to the visit.
June 1-15, 2009	Pre-Opening Site Visits #2. Rubric will be sent out prior to the visit.

July 1-15, 2009

Pre-Opening Site Visits #3. Rubric will be sent out prior to the visit.

August 7-21, 2009

Pre-Opening Site Visits #4. Rubric will be sent out prior to the visit.

September 2009

Attend training meetings for assessment and curriculum

September 2009

Begin attending monthly Special Education LEAD and Roundtable trainings